

Town of Caledon

make a difference



Job Title: Project Manager, Development Inspections (Permanent Full-Time)

Closing Date: April 21, 2025, 12:00 PM

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Supervisor, Development Inspections this role is responsible for the management of assigned Development and Capital projects (as required) on behalf of the Town. Perform daily inspections of Development sites ensuring that work is being performed to the approved engineering drawings and Town specifications. Coordinate with Consultants, Contractors, and Town staff that terms of subdivision agreements and specifications are being met. As the Project Manager, Development Inspections, you will perform the following duties, including but not limited to:

- Coordinate subdivision projects to assure compliance with standards and issue orders of compliance, deficiency notices and stop work orders to developers, engineers, and contractors.
- Comply with all department sanctioned business and project management policies, practices, procedures, and methodologies.
- Review, undertake all necessary activities required to provide comments on proposed construction works, land takings, and provide input and comments through the PUC process.
- Perform contract inspection of infrastructure, subdivisions, and developments being delivered by developers, contractors, and consultants to ensure that the works are being constructed in compliance with the subdivision agreement, Town standards, specifications and engineering and construction principles and practices and to obtain preliminary and final acceptances for construction and design projects.
- Inspect the construction of storm sewers, road construction, storm water management facility construction, street light installation, placement of curbs, concrete sidewalks, grading and sodding.
- Review the scope of each project with the various stakeholders to ensure that the defined goals, scope of work, and project justification are clear, accurate, and reflect the minimum needs of the Town.



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- Conduct site inspections to ensure construction is in conformity with approved plans, advise of deficiencies, enforce clauses within agreement and make recommendations for reduction/release of securities.
- Monitor and compile project progress and performance reports detailing impacts to schedule, cost, quality, and risk. Recommend the assumption, LC reductions, release of security and holdback at close out of subdivision projects.
- Give direction to consultants and contractors, and order work to be stopped when not performed in compliance with approved contract documents and drawings or applicable regulations.
- Conduct lot grading inspections with consultants and collect all lot grading certifications for approval to release securities.

The Ideal Candidate

We are seeking a passionate professional with a post-secondary diploma in Civil Engineering Technology or closely related field such as environmental, construction management or transportation, with a certification in OACETT as Certified Engineering Technologist. Certification as a Professional Engineer with PEO is preferred. Our ideal candidate has minimum 3 years of municipal engineering with direct development/construction experience.

The ideal candidate will have demonstrated working knowledge of design and construction techniques for storm water management facilities, roads, storm sewers, drainage, structures, and intersections. Demonstrated working knowledge of TAC, MTO, MOE, OPSS and/or OTM design and construction manuals and their application. Computer proficiency in AutoCAD LT and MS Office (Word, Excel, Outlook, and Project).

We are seeking an individual with superior communication skills, a demonstrated ability to negotiate and resolve conflict, and excellent organizational skills.

The successful candidate for Project Manager, Development Inspections will be required to work a flexible schedule, including in the office, construction sites, remotely, and after hours (as required).

This position offers a salary range of \$103,595.84 to \$129,494.80 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **April 21, 2025, 12:00 PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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